SVM-800 Voice Mail System
Quick Reference Guide

For complete SVM-800 Voice Mail System operating procedures, consult the System User's Guide or your System Administrator

Introduction

The Samsung SVM-800 Voice Mail System provides comprehensive voice prompts for every step to make it easy to execute all the system features. This Quick Reference Guide should be used in combination with the voice prompts to quickly access the main features of the SVM-800

Listening to Incoming Messages

In response to a message indication

- Press [MESSAGE] key or dial **529**
- Enter your password
- Dial **1** (Message Playback)
- Listen to message
- Dial **8** to listen again OR
- Dial **7** to save message and listen to next message OR
- Dial **9** to erase message and listen to the next message

To move a message to another mailbox

- Dial **1** at end of message
- Dial the extension number
- Dial **1** to record
- Record your comment
- Dial ∗ to end recording
- Dial **1** to send message OR
- Dial **2** to cancel the message move

To copy a message and move to another mailbox

- Dial **2** at end of message
- Dial the extension number
- Dial **1** to record
- Record your comment
- Dial ∗ to end recording
- Dial **1** to send message OR
- Dial **2** to cancel the message move

Leaving Messages in Another Mailbox

- Press [RECORD] key OR
- Dial **529** followed by your password
- Dial **2** and record message
- Dial ∗ at completion of recording

(To cancel message Dial **9**)

To assign mailbox to receive the message

- Dial **7** and then appropriate extension number
- Dial **1** and receive confirmation message
- Hang up

To broadcast the message

- Dial **3** after prompt
- Enter Extension number you wish to broadcast to
- Dial ∗ after last extension number
- Dial **1** and receive confirmation message
- Hang up

Setting to Automatic Answer

- Dial **529**
- Enter your password
- Dial **3** and hear announcement
- Dial **1** to set automatic answer or **2** to cancel

OR

- Press [VACANT] key to set (LED lights)
- Press [VACANT] to cancel (LED off)

Record your Personal Greeting

- Dial **529**
- Enter your password
- Dial **3** and hear announcement
- Dial **3** and record greeting after announcement
- Press ∗ to finish recording
- Dial **4** to playback your greeting
- Dial **5** to erase your greeting and record again

Setting Notification of New Messages

To program the number you wish to be notified on

- Dial **529**
- Enter your password
- Dial **4** and hear an announcement
- Dial **1** to program an extension number, **2** for an external number, or **3** for a pager number
- Dial extension number or an external number followed by ∗

To Set Message Notification

- Dial **529**
- Enter your password
- Dial **4** and hear an announcement
- Dial **4** to set type of notification
- Dial **1** to notify an extension number, **2** for an external number, or **3** for a pager number

To cancel Message Notification

- Dial **529**
- Enter your password
- Dial **4** and hear an announcement
- Dial **4** to set type of notification
- Dial **4** to cancel

Additional Features

To change your password

(Default password is 1234)

- Dial **529**
- Enter your current password
- Dial **5** and hear an announcement
- Dial **2** followed by your old password
- Enter new password
- Enter your new password again
- Hear confirmation announcement
- Hang up

To erase all recorded messages

- Dial **529**
- Enter your current password
- Dial **5** and hear an announcement
- Dial **9** to erase messages
- Dial **1** to confirm
- Hear confirmation announcement
- Hang up